

## Certificate of Data Destruction

The information described below was destroyed in the normal course of business pursuant to the organizational retention schedule and destruction policies and procedures.

Date of Destruction:

Authorized By:

Description of Information Disposed Of/Destroyed:

Inclusive Dates Covered:

METHOD OF DESTRUCTION:

Burning

Overwriting

Pulping

Pulverizing

Reformatting

Shredding

Other: \_\_\_\_\_

Records Destroyed By\*:

If On Site, Witnessed By:

Department Manager:

\*If records destroyed by outside firm, must confirm a contract exists